

OFFICE OF TRAINING REGULATION NO. 25-15 2 August 1963

SUBJECT: CONSTRUCTIVE CREDIT FOR INSTRUCTION IN OTR COURSES

1. GENERAL

- a. Under certain circumstances instructors are eligible to receive credit for an Office of Training course which they have not formally attended. This is known as constructive credit. For the purpose of this regulation, instructors are defined as members of the Training Career Service assigned as instructors; members of other Career Services who are on rotation to the Office of Training as instructors; and individuals who, regardless of office affiliation or duty assignment, have assisted significantly in the preparation or presentation of an OTR Course.
- b. Constructive credit is granted when an individual is listed in the Agency Training Record and, consequently, in the official personnel qualifications system, as having met the objectives of the course even though he has not attended the course as a student and has not taken an exemption test. Constructive credit may be authorized for 1) instruction during an entire course, 2) instruction during part of a course if supplemented by sufficient exposure to the rest of the course, or 3) a major contribution to the planning or conduct of the course.

2. RESPONSIBILITIES

- a. The individual instructor will initiate a separate memorandum supporting his eligibility for each course for which he desires constructive credit.
- b. The Chief of School under whom the course is conducted will determine from the evidence submitted in writing whether or not the instructor has acquired the knowledge or skills which are the aims of the course. His action is subject to review by the Deputy Director of Training.
- c. The Registrar, upon approval of the request, will enter credit for the course in the Agency Training Record.

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COURSES

3. PROCEDURES

- a. An instructor who desires constructive credit for a course will submit a memorandum of request, in an original and one copy, in which he states the justification for credit, and will send the memorandum through his supervisor to the Chief of School.
- b. If the Chief of School approves the request he will note his approval on the original and send it to the Registrar. If he disapproves the request he will so indicate and return the original to the instructor. All carbon copies will be retained by the Chief of School for comparison with other requests.
- c. Upon receiving the approved request, the Registrar will enter constructive credit in the Agency Training Record. The request will be filed in the permanent course folders maintained in the Registrar Staff.



MATTHEW BAIRD  
Director of Training

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